

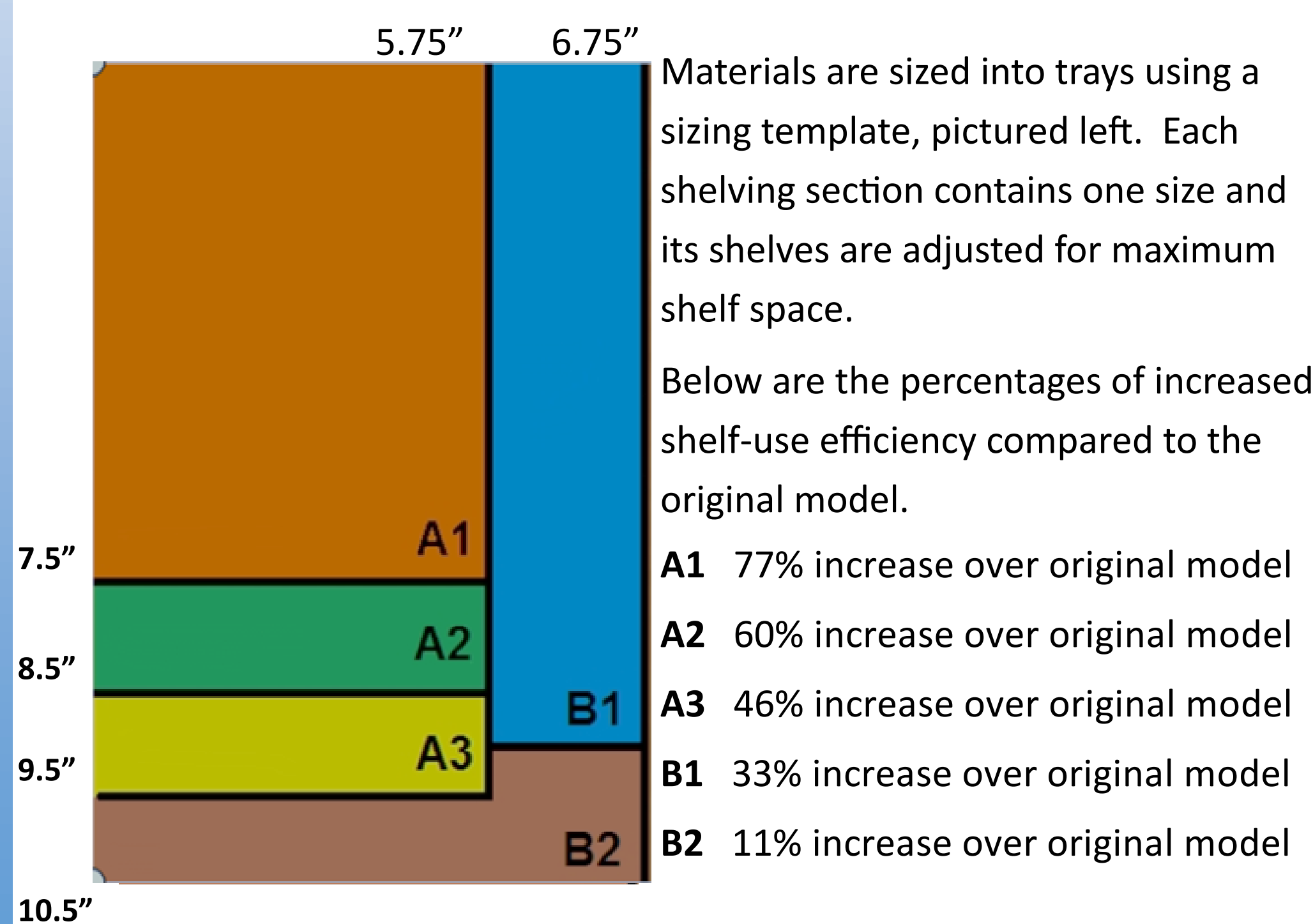
The Penn State Universities Libraries' off-site storage facility, the Annex, drawing near to 100% capacity, decided to store material in trays using its existing shelving, which would create empty shelf space for the collection to grow.

An inventory management system was needed to track material. To that end, several vendors were invited to present their products. Unconvinced, we decided to create our own inventory management system using the native features of our ILS, SirsiDynix Symphony. This is how we developed that system entirely in-house, using the available resources.

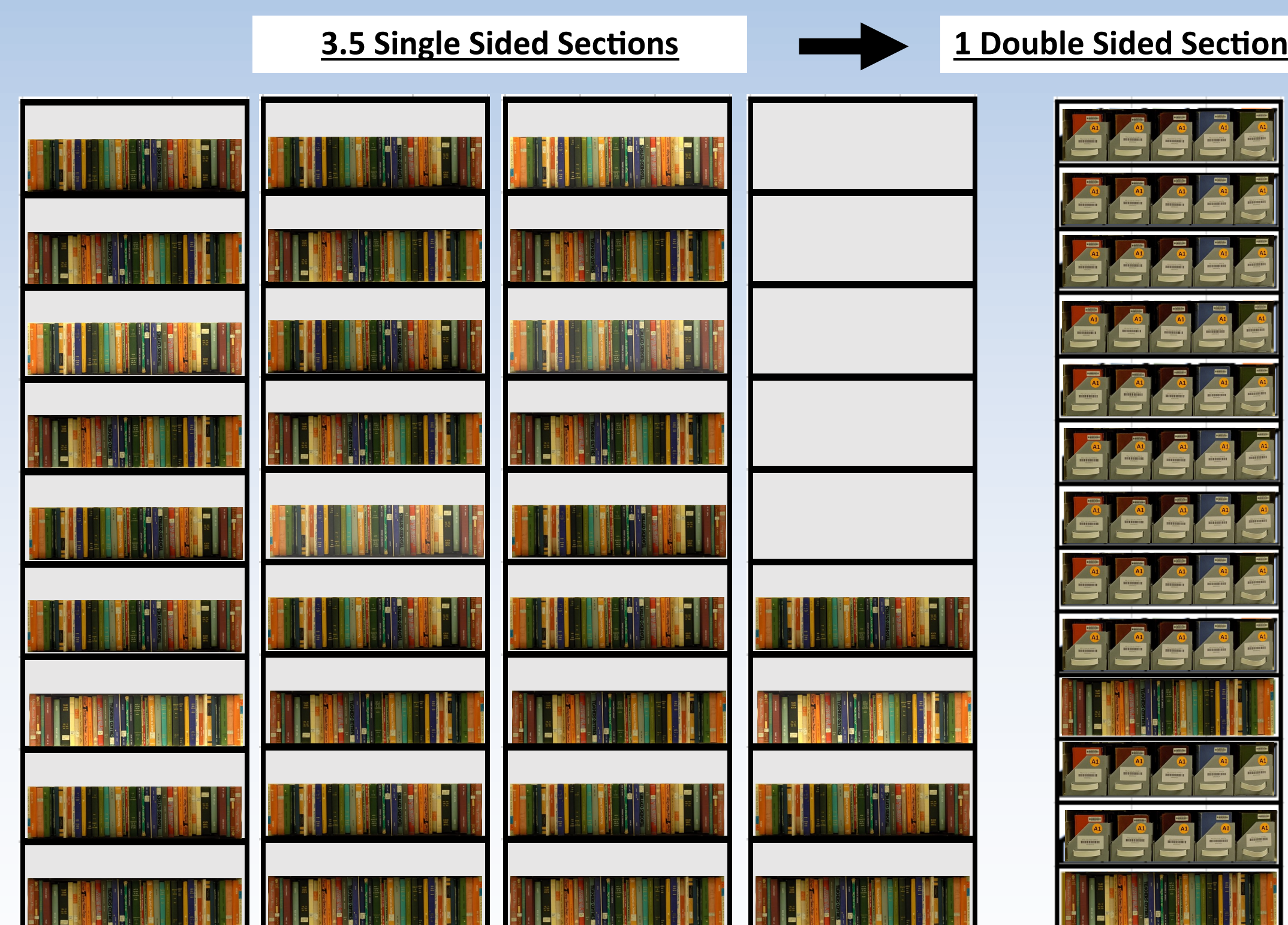
## Cato-Park II Facility

**88** Ranges of Compact Shelving/ **19** Ranges of Static Shelving, 10ft high  
**Shelves:** 34.5 inches wide by 9 inches deep

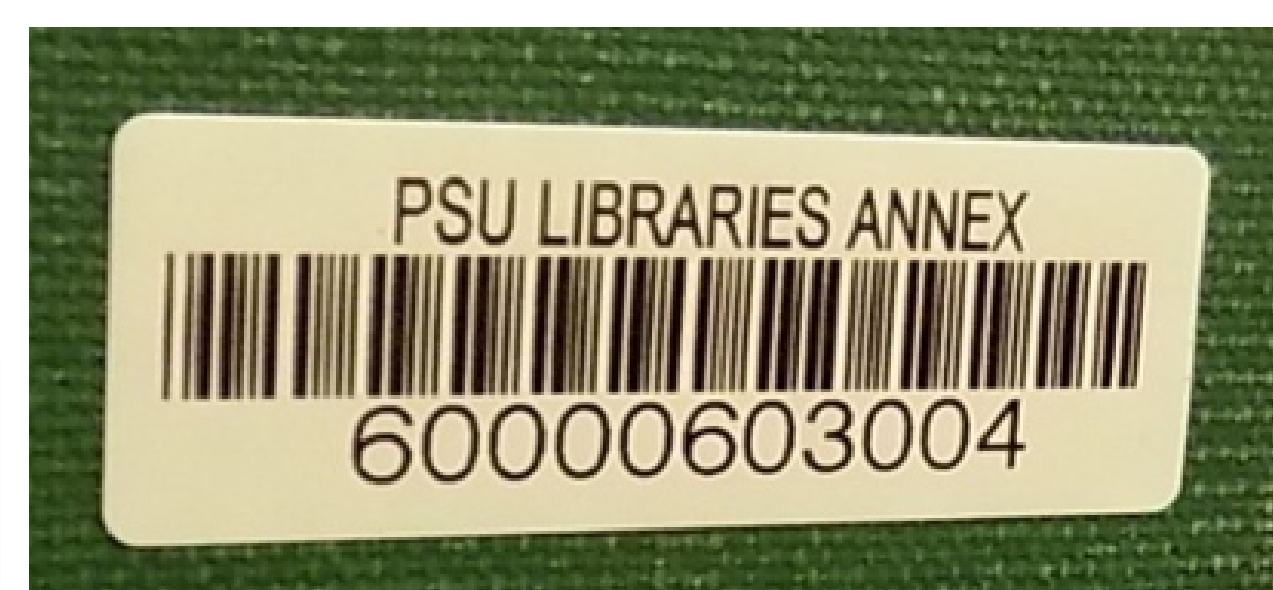
Without high bays we adapted our conventional shelving to hold trays



Structural barriers prevent the first and fourth shelves from holding trays, but even with that limitation, 3.5 single sided sections of regularly shelved A1 material will occupy only one double sided section with trays.



## Barcoding Material in Trays



Close-up of a PSU Libraries Annex barcode. Each barcode has a unique number that describes an exact location.

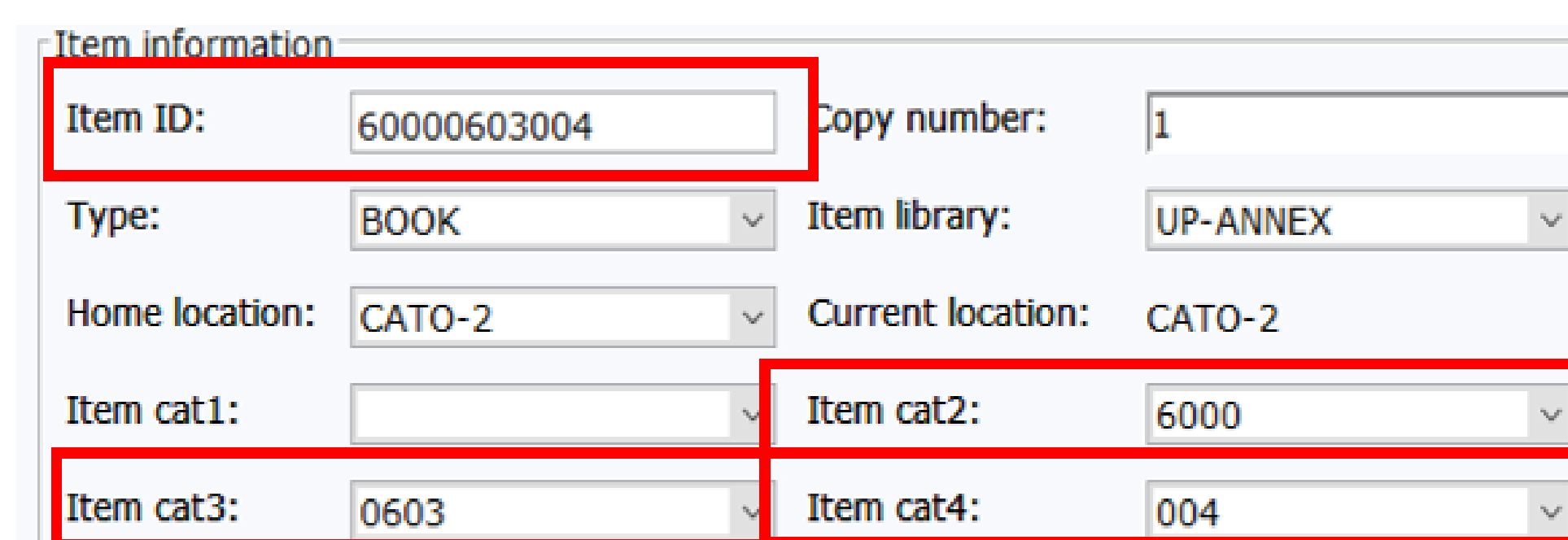
**60000603004**

**6000** = The locator designating a column of shelving  
**06** = The 6<sup>th</sup> shelf of that locator  
**03** = The 3<sup>rd</sup> tray on that shelf  
**004** = The 4<sup>th</sup> book in that tray



## Recording Location Information

### Our ILS: SirsiDynix Symphony



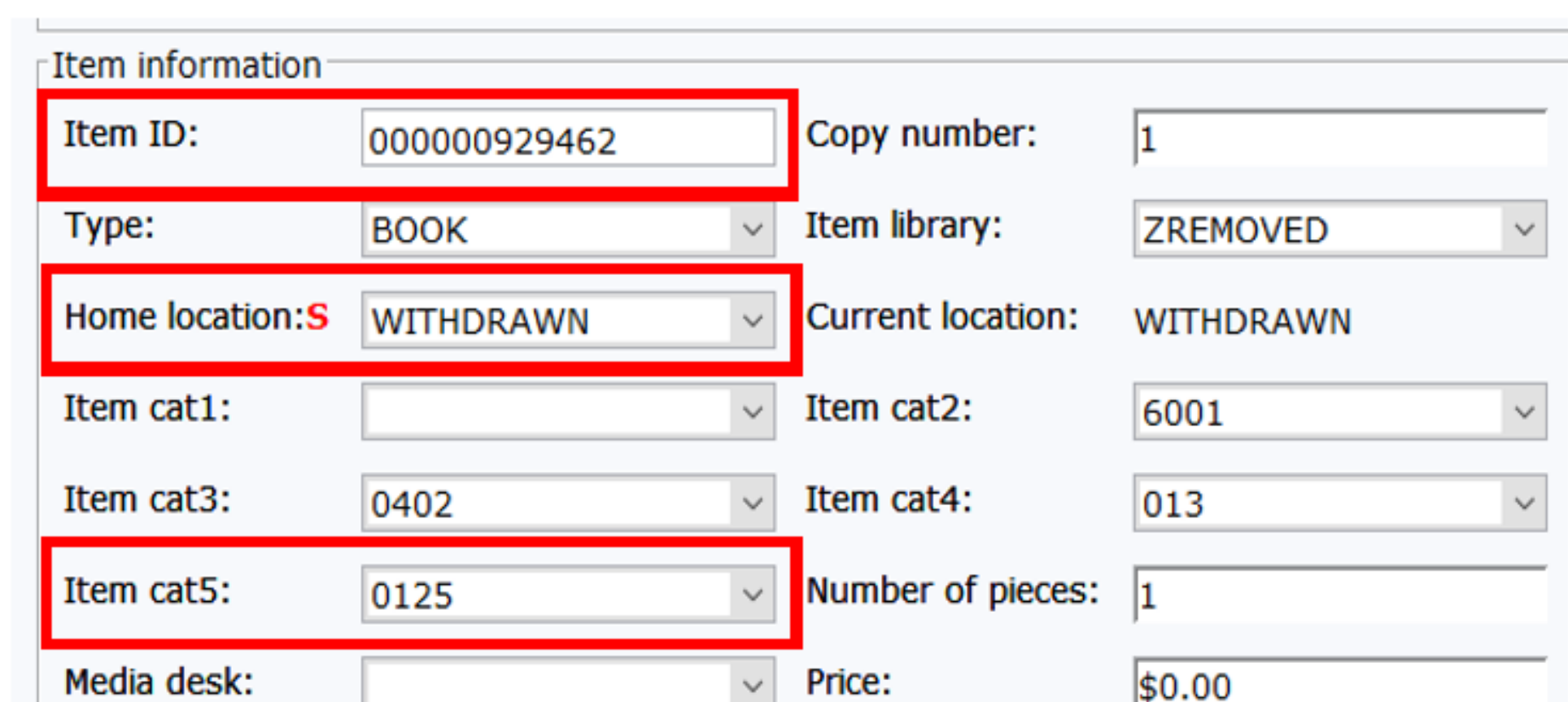
This sample record from Symphony contains the item information for a book. The barcode has been recorded in the Item ID field its different parts have been recorded in the Item cat2 through 4 fields.

We use the software Macro Express to enter information into the record. It does this by parsing the Annex barcode into the Item Category 2, 3, and 4 fields. Each item in a tray requires only three steps to have its record updated

- 1)Scan the old barcode
- 2)Activate the macro via a "hot key"
- 3)Scan the Annex barcode

After updating the fields, the macro saves the record and returns to the search screen ready for the next book to be scanned.

## Keeping Track of Open Space

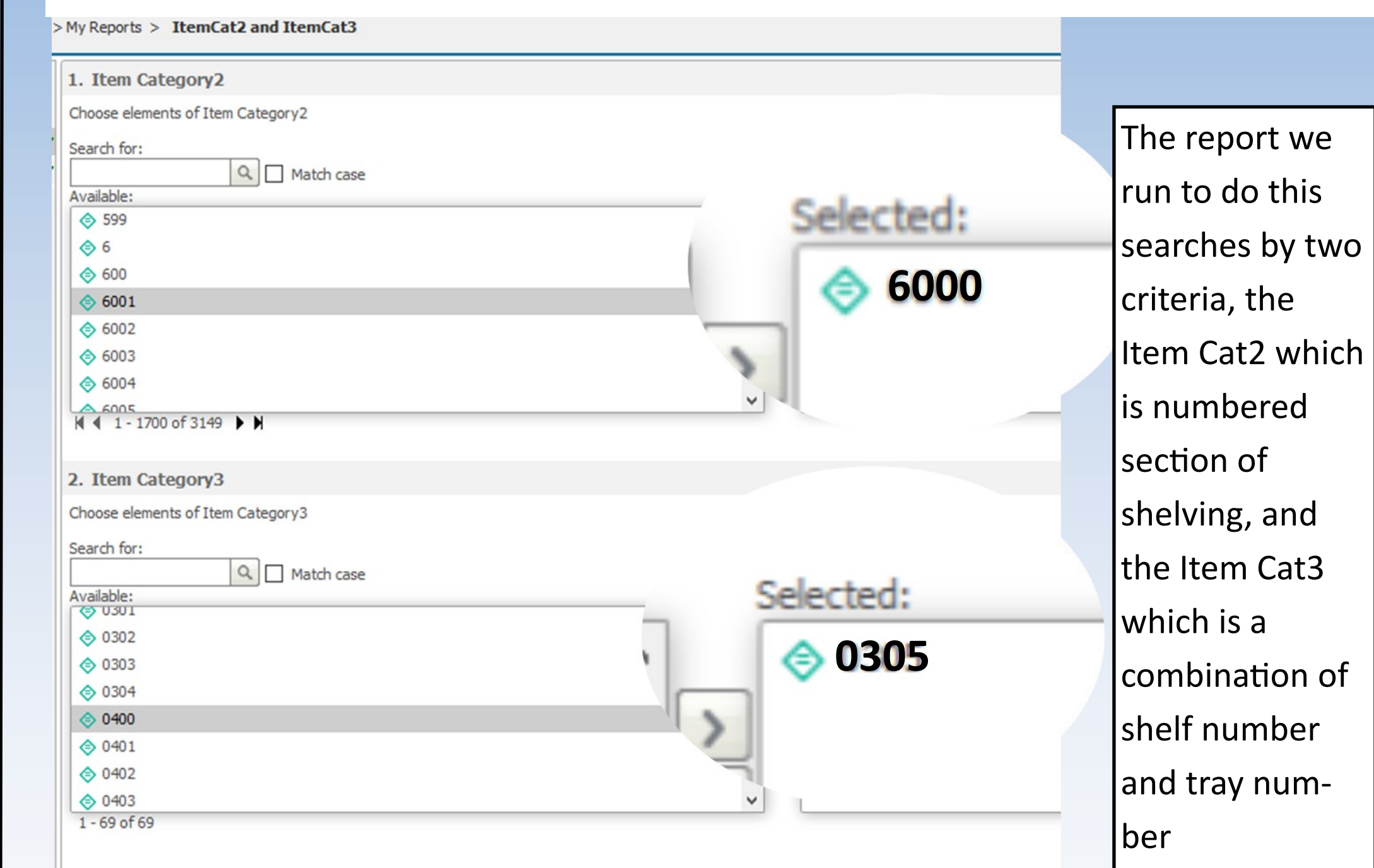


The item cat5 recorded here as 0125, telling us that this book left 1.25 inches of open space in the tray.

When we permanently withdraw a trayed item from our collection, it leaves an open space in the tray equal to the width of the spine. We record that width in the item cat5. We also change the Item ID back to its original barcode, so that the Annex barcode can be used again.

## Visualizing Our Collection

Sirsidynix Bluecloud Analytics, a SQL based software, is used to pull Information from our ILS and export it into Microsoft Excel.

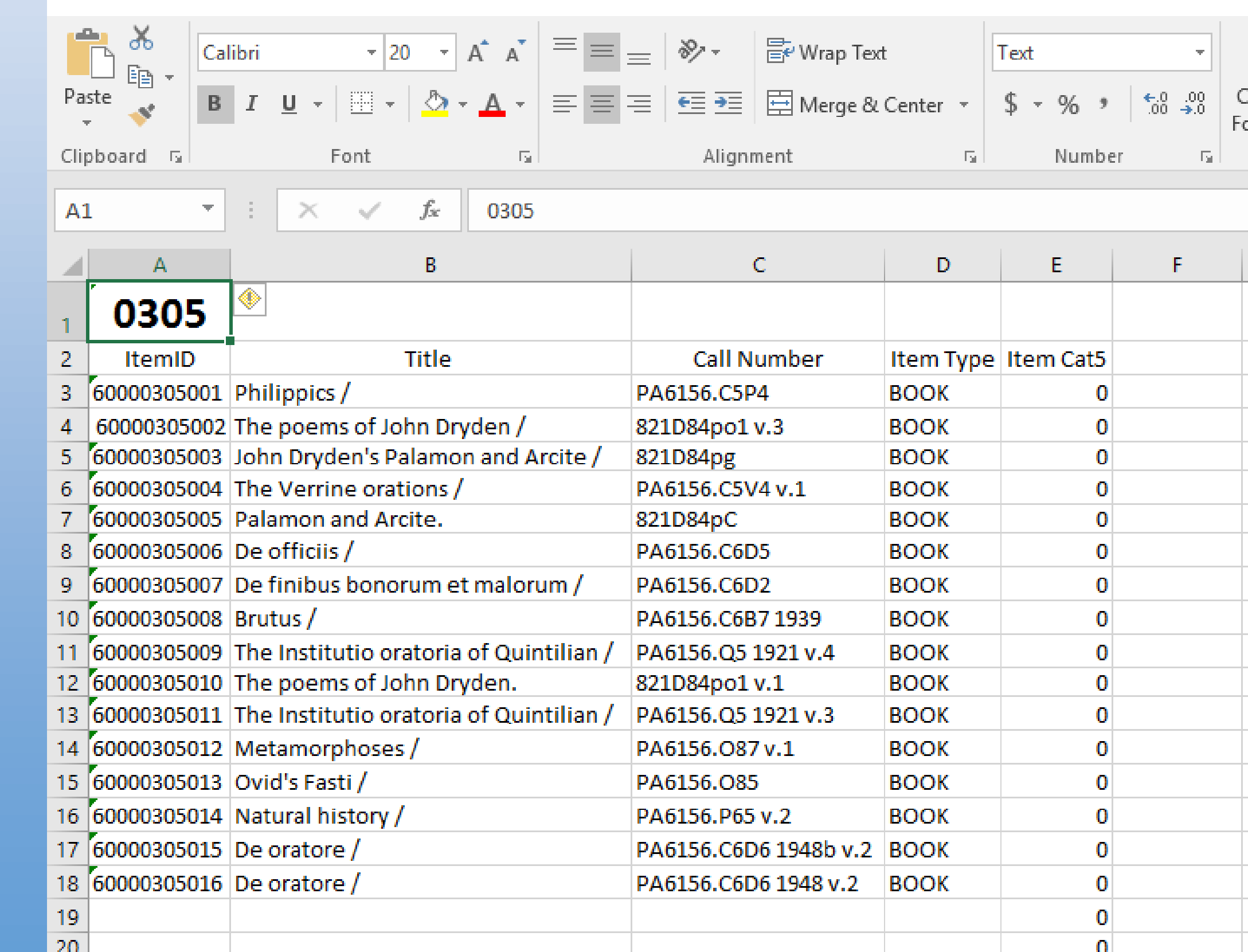


The report we run to do this searches by two criteria, the Item Cat2 which is numbered section of shelving, and the Item Cat3 which is a combination of shelf number and tray number

This is a representation of a section of shelving seen from the front. Each row represents a shelf and each shaded cell represents a tray. Clicking a hyperlink in a tray will bring up the contents of that tray.

	A	B	C	D	E	F	G	H	I	J
1	<b>Locator 6000</b>									
2	Size	Shelf/Tray					Open Space			
3	A1	1301	1302	1303	1304	1305	0			
4	A1	1201	1202	1203	1204	1205	0			
5	A1	1101	1102	1103	1104	1105	0		A1	
6	A1	1001	1002	1003	1004	1005	0			
7	A1	0901	0902	0903	0904	0905	0			
8	A1	0801	0802	0803	0804	0805	0			
9	A1	0701	0702	0703	0704	0705	0			
10	A1	0601	0602	0603	0604	0605	0			
11	A1	0501	0502	0503	0504	0505	0			
12	A1	0401	0402				0			
13	A1	0301	0302	0303	0304	0305	0			
14	A1	0201	0202	0203	0204	0205	0			
15	A1	0101	0102				0			
16							0			
17							0		Open Space	
18										
19										
20										

The contents of the 5th tray on the 3rd shelf have been imported using Bluecloud Analytics. Each piece in the tray displays item information including potential open space.



	A	B	C	D	E	F
1	ItemID	Title	Call Number	Item Type	Item Cat5	
3	60000305001	Philippians /	PA6156.C5P4	BOOK	0	
4	60000305002	The poems of John Dryden /	821D84p01 v.3	BOOK	0	
5	60000305003	John Dryden's Palamon and Arcite /	821D84pg	BOOK	0	
6	60000305004	The Verrine orations /	PA6156.C5V4 v.1	BOOK	0	
7	60000305005	Palamon and Arcite.	821D84pC	BOOK	0	
8	60000305006	De officiis /	PA6156.C6D5	BOOK	0	
9	60000305007	De finibus bonorum et malorum /	PA6156.C6D2	BOOK	0	
10	60000305008	Brutus /	PA6156.C6B7 1939	BOOK	0	
11	60000305009	The Institutio oratoria of Quintilian /	PA6156.Q5 1921 v.4	BOOK	0	
12	60000305010	The poems of John Dryden.	821D84p01 v.1	BOOK	0	
13	60000305011	The Institutio oratoria of Quintilian /	PA6156.Q5 1921 v.3	BOOK	0	
14	60000305012	Metamorphoses /	PA6156.O87 v.1	BOOK	0	
15	60000305013	Ovid's Fasti /	PA6156.O85	BOOK	0	
16	60000305014	Natural history /	PA6156.P65 v.2	BOOK	0	
17	60000305015	De oratore /	PA6156.C6D6 1948b v.2	BOOK	0	
18	60000305016	De oratore /	PA6156.C6D6 1948 v.2	BOOK	0	
19					0	
20					0	